

LAG Committee Meeting Minutes  
June 27, 2002  
City of Ellensburg  
Fire Station  
9:00AM – 3:30PM

## At a Glance

- Introductions
- Access Management Presentation
- Tied Bids Memo
- Consultant Services Contract Update
- LAG Review – Changes/Corrections/Comments
- Exceptions of qualified tester requirements for minor quantities on the NHS.

## IN DETAIL

### **Present:**

Steve Flude, Russ Brown, Lynn Price, Bob Albert, Jim Seitz, Gary Hughes, Jim Young, Harry Haslam, Randy Hart, Al King, and Ron Pate

### **Introductions**

All present introduced themselves.

### **Access Management Presentation**

Darlene Sharar of the WSDOT Design office presented a variety of information on Access Management. Differences of limited and managed systems were explained, along with the affects of each. Darlene is leading an Access Committee working on the rewrite of the WSDOT Design Manual Access chapter. LAG Committee Chair Al King asked, “what do you need from us”? She wants to make cities and counties aware of access issues so they get addressed early in projects and possibly add language to the LAG Manual. Locals need to know when access questions arise, they can contact H&LP or her office for assistance. Darlene also asked for a local agency point of contact for the Access Committee.

***Action Item:** Local agency point of contact to be established.*

### **Tied Bids Memo**

Al King discussed the Tied Bids Memo dated 25 February 2002. The intent of the memo is to provide internal direction on the management of tied bids. It addresses the operational issues when an agency elects to tie federal and non-federal projects into one contract. When this happens, it federalizes the entire project. He highlighted definitions of independent utilities, requirements of NEPA and SEPA, DBE goals, wage rates, and certification of Right of Way.

### **Consultant Services Contract Update**

Ron Pate presented information to the group on the status of updates. The agreement may need to be updated due to changes in law. It also has been pointed out that chapter 31 as a whole is out of date and should be revised. Ron presented two different formats of the contract for feedback. The committee liked the current format and if need be, it should be updated.

***Action Item:** Ron will review agreement, update if needed, and send out to the committee for review .*

## **LAG Review – Changes/Corrections/Comments**

The committee discussed items listed below:

- Chapter 11 – The proposed revision to the purpose that would reflect the manual only applies to federal projects was discussed. The committee recommended that this be reviewed more as it is not always the case.
- Chapter 13 – The revision adding project prospectus and local agency agreement approval to the Certification Acceptance Qualification Agreement was approved.
- Chapter 25
  - Section 25.01 – The term LA Coordinator needs to be defined ahead of this revision. Revise spelling error from “us” to “use” in first sentence.
  - Section 25.03 – Committee disagreed with the verbiage. It should not be the intent to state that a project will not be built if property is not acquired voluntarily.
  - Section 25.052 – Committee approved language regarding certification of review appraiser.
  - Section 25.09 – Recommendation to put the added “note” as numbered part of section c, not as a note.
  - Section 25.11 – Committee approved bullets a, b, and c., recommended delete sentence “There are three categories of certification”., rearrange verbiage in statement for certification #3.
  - Section 25.12 – Committee approved added sentence with the addition of “for transportation purposes” to the end of the sentence.
- Chapter 26
  - Section 26.2c – Committee recommended that the H&LP Director and Operations Engineer discuss with FHWA.
  - Section 26.2f – Committee approved with added verbiage referencing OMWBE, ie reference that in addition to calling OMWBE an agency may also utilize their website as confirmation of DBE certification.
  - Section 26.2g – Committee recommended clarification be done.
  - Section 26.2j – Committee approved verbiage change from “should” to “shall”.
  - Section 26.2k – Committee to verify reference.
  - Section 26.2l – Committee approved and added reference to appendix 26.41.
- Chapter 27
  - Section 27.2 – Committee approved added language regarding training documentation.
- Chapter 31
  - Section 31.5 – Committee approved, also recommended verbiage addition of “consultant will not get paid after expiration of contract” to the agreement when revised.
- Chapter 32

- Section 32.1b – Committee approved verbiage in 3<sup>rd</sup> paragraph in section b, recommended that the word “imminent” be defined.
  - Section 32.34 – Committee approved clarification language on closure and consolidation.
- Chapter 42
  - Introduction – Committee approved revision to Operations Engineer.
  - Committee Membership – Committee approved. Also recommended that professional license status be noted.
  - Geometric Cross Section – Committee approved deletion of report 214 references and correction to DHV formula with additional verbiage to describe.
- Chapter 44
  - Addition of Section 44.7 – Committee revised verbiage and recommended consolidating the language into single paragraph to be reviewed by author.
- Chapter 46
  - Section 46.1 – Committee approve additional verbiage after making a format change and adding “have been established” to end of sentence.
  - Section 46.2 – Committee approved revision to Director.
  - Section 46.26 – Committee approved.
- Chapter 52
  - Section 52.31 – Committee approved revisions to address QPL.
  - Section 52.32 – Committee recommended review of additional verbiage and items. Requested more information on the exemption of the scaleman’s report. Committee approved minor quantity verbiage (16<sup>th</sup> bullet) rewrite with the additional verbiage “and can be accepted without testing” to the end of the sentence. Committee approved the rewrite of the last two bullets with changing the verbiage.
- Chapter 63 – Committee approved chapter update regarding the NHS.
- Environmental Classification Summary – Committee made suggestions and comments were noted and will be taken back to the Environmental Committee.
- Appendix 14.62 revisions – Committee approved.
- Form 140-101 - Committee recommended review by Operations section and draft verbiage change.

Original proposed changes can be viewed at:

<http://www.wsdot.wa.gov/TA/Operations/LAG/POLAGchanges.html>

All recommendations for revisions from the committee will be sent back to the committee for review prior to publishing in the manual.

**Action Item: Ron Pate to make revisions and/or coordinate reviews with appropriate parties.**

**Exceptions of qualified tester requirements for minor quantities on the NHS**

Al King informed the group that H&LP Operations section is currently working with FHWA on getting an exception for the qualified tester requirement on the NHS when the quantities are minor. A draft has been written and he will keep the committee updated as changes occur.

*The meeting adjourned at 3:04PM.*

*The next meeting will be held in the fall.*